

NEBRASKA COMMISSION ON LAW ENFORCEMENT AND CRIMINAL JUSTICE

OPERATING INSTRUCTION
NUMBER 8

October 26, 2001

CRIMINAL JUSTICE VIDEO LIBRARY

PURPOSE: To prescribe policies and procedures governing the administration of the Crime Commission's Video Library.

1. **SCOPE:** Applicable to all users of the Criminal Justice Video Library.
2. **GENERAL:** This instruction establishes a fee schedule and operating procedures for rental of videotapes and the "McGruff the Crime Dog" costume, as well as the purchase of video catalogs. The fee is necessary to partially offset the costs of operating the library, including the purchase of videos.
3. **ELIGIBLE AGENCIES:**
 - A. User priority shall be given to the Law Enforcement Training Center and Nebraska criminal justice agencies. A fee of \$3.00 per video shall be charged to all criminal justice agencies, state agencies, and schools. Catalogs are available for purchase.
 - B. Individuals and non-criminal justice agencies may order the videos. A fee of \$6.00 per video shall be charged to non-criminal justice agencies and a fee of \$15.00 per video shall be charged to individuals.
 - C. Usage priority shall be:
 - i. Statutory required training;
 - ii. In-service training;
 - iii. School resource officers;
 - iv. Public information.
 - D. The "McGruff" costume is available for use only by law enforcement agencies. A fee of \$16.00 is charged for a 5-day period. Return postage is paid by the Commission.
 - E. A "McGruff" puppet is also available for use only by law enforcement agencies. A fee of \$6.00 is charged for a 5-day period.

4. FEES AND MAILING:

- A. The Commission will provide postage when mailing videos, but return postage will be paid by the user.
- B. The fee entitles users to borrow videos for up to a 7-day period if ordered in advance. Each additional 7-day period requires an additional charge.
- C. The borrower is responsible for returning and videotapes in good condition. Any costs to repair damage beyond normal wear and tear will be charged to the borrower. If a videotape is damaged beyond repair or is lost by the borrower, the borrower will be charged for the cost of purchasing a replacement video. The same conditions apply to the "McGruff" costume and the "McGruff" puppet.

5. BILLING PROCEDURES:

- A. Agencies and individuals under (3)(A) and (3)(B) above shall be billed monthly unless prior arrangements have been made.
- B. All fees collected shall be deposited to the Law Enforcement Improvement Fund and shall be used to defray the operating costs of the Criminal Justice Video Library.

6. OTHER:

- A. Videotapes are not to be copied or duplicated by the borrower. This is a violation of U.S. copyright laws. If a borrower is found to have copied or duplicated any materials loaned from the library, his/her borrowing privileges will be terminated and appropriate action will be taken to report the violation.
- B. Videotapes borrowed from the library may not be shown where an admission fee is charged or for fund raising purposes.
- C. Certain videos contain sensitive information and shall be loaned only to law enforcement agencies.
- D. No videos may be used for television transmission without the borrower submitting a written statement of television clearance from the producers of the videotape.

- E. New videos added to the library will be reported in the Commission's newsletter and through periodic updates to the video catalog.
- F. Video usage will periodically be reported to the Commission.

Allen L. Curtis
Executive Director

Distribution: Crime Commission Staff
Supersedes Operating Instruction #8
dated July 28, 1995.